

# PatientTouch® System Clinical Manager Reports

June 2020

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# **Viewing Reports**

The PatientTouch System generates a variety of operational and statistical reports. Access reports by selecting **Reports** from the menu tree in the Clinical Manager. A link is provided for your reference for PatientTouch Analytics.

To view a brief description of a report, hold your mouse cursor over the name of the report as shown below.

ager <u>V</u> iew <u>H</u> elp		
1		
atientSafe Mira Mesa	Reports	
Patients Order Verification Patient Assignment		ouch Analytics Reports
Reports	Reports Scheduled Reports	
Pharmacy	Nursing/RT Reports	
Laboratory	Medication Administration Record	RT MAR Worksheet
Infant Care Intervention/Prompt Setup Intervention Scheduling	Medication Administration Record (by Nurse) Provides the medication orders and administration history Medication Administration Record (by Unit)	PT MAP Worksheet (by User) for a patient for a given day. RT MAR Worksheet (by Unit)
Flowsheet Setup		MAR Worksheet Addendum
mView	Medication Administration Summary	
Users Roles	Medication Administration Summary (by Nurse)	Patient Flowsheet
Configuration	Medication Administration Summary (by Unit)	Flowsheet (by Unit)
	MAR Worksheet	Multi-Day Flowsheet (by Patient)
	MAR Worksheet (by Nurse)	ICU Flowsheet (by Patient)
	MAR Worksheet (by Unit)	Therapeutic Events Report
	Pharmacy Reports	
	Allergy / Interaction Activity Report (CSV)	Mismatched Drugs Report (CSV)
	All Overrides Report	Order Verification Audit Report
	Quarantine Orders Report	Order Verification History Report (CSV)
	Current Quarantine Orders Report	Overrides vs Orders Report
	Formulary Listing Report (CSV)	Pharmacy Configuration Incomplete Report
	SIG Code Listing Report (CSV)	Formulary Clinical Prompt Configuration Report (CSV)
	Route Listing Report (CSV)	Invalid Barcode Scan Report (CSV)
	NDC Verification Report (CSV)	

# **Generating a Report**

To generate a report, perform the following steps.

- 1. Log in to the Clinical Manager and select Reports.
- 2. From the *Reports* screen, select the report you want to run. For example, Medication Administration Record.

Medication	Administration Record	×
Report	Medication Administration Record	
Report Pa	rameters	
Date		Select
Patient		Select
Sort Order	Placer Order Number	
Printer		Select
	View Report Print Report Cancel	

- 3. Click **Select** to the right of the Date field to select a date or other relative date options from a list at the top of the *Select Date* window.
- 4. To select the patient (if part of the report), click **Select** to the right of the Patient field.
- 5. Select Placer Order Number or Generic Name from the **Sort Order** drop-down list to set the order in which the medications are listed (where sort order is available).
- 6. When you have selected report parameters for all required options (for more information, see Report Parameters), click **View Report** to send the generated report to the screen in a PDF reader or click **Print Report** to send it to the selected printer or to an e-mail address. If you choose to view the report, it usually opens in a PDF reader window. Sometimes, depending on the type of report, the data is displayed in a spreadsheet (example: Microsoft<sup>®</sup> Excel<sup>™</sup>).



All system generated reports have a return email address of <u>no-</u>reply@patientsafesolutions.com.

# **Report Parameters**

For most reports, there are multiple parameters that you must define. These parameters vary, depending upon the type of subject matter of the report. Report Parameters include, but are not limited to the following fields:

- From Until
- Patient
- User
- Nursing Unit if the nursing unit has been "inactivated," the term "inactive" will display next to the nursing unit name. Please note that you can still generate a report with an "inactive" nursing unit.
- Medication
- Printer

# **Scheduling Reports**

For reports run on a routine basis, most hospitals create preconfigured report schedules with predefined parameters so a report can be scheduled to run at regular intervals. Note that not all reports can be scheduled.

You need the Manage Reports privilege in order to create and edit a scheduled report.

The same report can be saved to several different names, specifying different parameters for each version of the report (example: different nursing units). Like other records in the Clinical Manager, you can search for saved reports in the Search field directly above the list of reports.

PatientTouch Clinical Manager	- Blue- Milstein - User, Adm	in			-		$\times$
<u>M</u> anager <u>V</u> iew <u>H</u> elp							
C							
PatientSafe Mira Mesa	Reports						
Patients Order Verification Patient Assignment Reports	To view analytics reports Reports Scheduled Rep		Go to Patient Touch A	Analytics Reports			
Pharmacy     Laboratory		Searc	ch				
Blood Administration     Infant Care	Hospital	Name	Report	Schedule	Acti	ve	
Infanctare     Intervention/Prompt Setup     Intervention Scheduling     Flowsheet Setup     Trowsheet Setup     Intervention     View     Intervention     Steps     Configuration	Unknown PatientSafe Mira Mesa	BRDFLOOR MAR CCU Mar Workshee	Medication Admini MAR Worksheet	istr <mark>Monthly, 1st @ 08:00</mark> Monthly, 1st @ 06:00		<b>V</b>	•
	Delete				Edit	Nev	v

# **Creating a Scheduled Report**

Whether you are scheduling a report to be delivered to a printer or to an e-mail address, the basic steps are the same. When setting up a report, remember to use these guidelines:



#### Each report has a different set of fields to complete.

- 1. Select **Reports** and click the **Scheduled Reports** tab.
- 2. Click New.
- 3. In the Name field, enter a name for the report. This will be the name to use within the Clinical Manager to access this scheduled report.



New Repor	rt Schedule: 2 West MAR by Unit		×
Specify	a Name for this Report Schedu	ıle ———	
Name:	2 West MAR by Unit		
Select a	Report To Run		
Report:	Nursing Unit Statistical Report	(CSV)	•
Select a	Printer		
Printer:	2W. Printer		Select
Cano	el	<< Previous	Next >>

- 4. Select the type of report from the **Report** drop-down list.
- 5. Select a printer (or e-mail address) in the Select a Printer area and click **OK**. Each time the report runs, it is sent to the specified destination.



The hospital associated with the selected printer will display on the *Scheduled Reports* screen.



The Printer for MAR Export and MAR Archive Export must be figured as a Network Share.

- 6. For some reports, you may need to select a Nursing Unit and follow additional screen prompts.
- 7. Click Next>>.
- 8. Select a Start Date/End Date for the report and click **OK**:



When you select a date, you can choose relative dates so that when you run the report, Today always refers to the current date, Tomorrow refers to the next day, Yesterday refers to the day before, One Week Ago looks back one week and One Month Ago looks back to the previous month. For example: If the parameters below were set for one month ago and if September were selected in the calendar, the report would be run for August.



New Report Sche	edule: 2 West MAR by Unit		×
Report Paran	neters		
Start Date:	03/01/2020		Select
End Date:	03/31/2020		Select
Nursing Unit:	2 West		Select
Cancel		<< Previous	Next >>

- 9. Select a Nursing Unit for the report and click **OK**.
- 10. Click **Next>>**. The *New Report Schedule* window will display.

New Report Schedule: 2 West MAR by Unit	×
Schedule	
Name: 2 West MAR by Unit	Active
Report: Nursing Unit Statistical Report (CSV)	
Day Schedule	
C Monthly - First Day of the Month	
Weekly - Select Day(s)	
🗆 Sun 🗆 Mon 💌 Tue 🗆 Wed 🗖 Thu 🗆 Fri 🗆 Sat	
Time Schedule	
Times: 06:00	Edit
Cancel << Previous	Save

Use the descriptions below to complete the fields:



**Active**: By default, the **Active** checkbox is selected. However, to inactivate the report, deselect the **Active** checkbox. This can be used to define a schedule in advance and then make the scheduled report active or inactive, as needed.

Enter a Day/Time Schedule for the report. Monthly: Select the Monthly option to schedule the report to run the first day of every month. Weekly: Reports can be scheduled weekly – every day or on specific days. To set the schedule, select the Weekly option and then select each day on which you want the report to run.

Time Schedule: Defining the time(s) the report will be run is required. Click **Edit** and enter the time(s) you want the report to run. The format is on a 24-hour clock and there can be multiple times separated by commas. Example: 0700, 1200, etc. Colons are entered automatically by the system so 0700 becomes 07:00. Click **OK**.

When you have finished entering the scheduled time(s), the **Save** button becomes active. Click **Save** to complete the scheduled report.



If the server is down, scheduled reports do not run during the downtime, nor are the 'missed' reports run when the server is restored. The scheduled reports begin with next defined scheduled time once the server is restored.

	lue- Milstein - User, Admi	n			_		$\times$
Re	eports						
			io to Patient Touch Anal	<u>ytics Reports</u>			
		Search					
	Hospital	Name	Report	Schedule	Activ	/e	
	Unknown	3RDFLOOR MAR		Monthly, 1st @ 08:00	Edit	V V V	•
	1	Reports Scheduled Reports Hospital Unknown PatientSafe Mira Mesa	To view analytics reports,please click here:          Reports       Scheduled Reports         Reports       Scheduled Reports         Search       Name         Unknown       2 West MAR by Unit         Unknown       3RDFLOOR MAR         PatientSafe Mira Mesa       CCU Mar Worksheet	To view analytics reports,please click here: Go to Patient Touch Analy Reports Scheduled Reports Search Hospital Name Report Unknown 2 West MAR by Unit Nursing Unit Statistic PatientSafe Mira Mesa CCU Mar Worksheet MAR Worksheet	To view analytics reports,please click here: Go to Patient Touch Analytics Reports Reports Scheduled Reports Search Hospital Name Report Schedule Unknown 2 West MAR by Unit Nursing Unit Statistic Tue @ 06:00 Unknown 3RDFLOOR MAR Medication Administr Monthly, 1st @ 08:00 PatientSafe Mira Mesa CCU Mar Worksheet MAR Worksheet Monthly, 1st @ 06:00	To view analytics reports,please click here: Go to Patient Touch Analytics Reports Reports Scheduled Reports Search Hospital Name Report Schedule Activ Unknown 2 West MAR by Unit Nursing Unit Statistic True @ 06:00 Unknown 3RDFLOOR MAR Medication Administr Monthly, 1st @ 08:00 PatientSafe Mira Mesa CCU Mar Worksheet MAR Worksheet Monthly, 1st @ 06:00	To view analytics reports,please click here: Go to Patient Touch Analytics Reports Reports Scheduled Reports Search Hospital Name Report Schedule Active Unknown 2 West MAR by Unit Nursing Unit Statistic Tue @ 06:00 VINknown 3RDFLOOR MAR Medication Administr Monthly, 1st @ 08:00 PatientSafe Mira Mesa CCU Mar Worksheet MAR Worksheet Monthly, 1st @ 06:00

#### **Editing a Scheduled Report**

To edit a scheduled report, click **Reports** and then click the **Scheduled Reports** tab. Locate the target report from the list and click **Edit** (or double-click the highlighted report) to change the parameters, as needed. The last report configuration screen will display (where the schedule is defined). If changes need to be made to other aspects of the report, click **Previous** to go back to other report parameters.

You can also select a report from the list and click **Delete** to permanently discard the schedule definition.

# **Sample Scheduled Reports**

# **Pipe-Delimited Scheduled Report**

The Pipe-Delimited Scheduled report contains the following information for every medication dose administered during the timeframe indicated:

- Patient MRN
- Patient Visit ID -> Visit Number
- Patient DOB -> format: MM/DD/YYYY
- Order Number -> Placer Order Number
- Ordered Route -> route code or blank if none
- Medication Name -> Generic Name, for multi-component order "Multi-Component Order"
- Formulary Hospital ID -> Formulary PKV(s), comma delimited if multi-component order
- Administration D/T -> format: MM/DD/YYYY HH:MM
- Administered via HH
- Administered via SM

The Pipe-Delimited Scheduled report is a very large report and therefore should not be run ad hoc; it should be scheduled to run during the time of day with the least activity, preferably with only one day's worth of data. It is a pipe-delimited text file, and like all reports, can be placed directly in a file share.

# Patient Flowsheet Export (PDF) Report and Multi-Day Flowsheet Export (PDF) Report

These reports are an optional licensed feature. Please contact your account representative for additional information.

These reports can be exported to your EMR and require a specific naming convention. Use the following instructions to name your report in the File Name field of the Report Schedule window:

## **Naming Convention**



#### The File Name field has a maximum of 150 characters.

Variable	Description	Example
%Н	if it is in file name, server will replace it with Hospital Code -> Configuration -> Settings -> Global Settings tab -> Hospital Code field	NS in the example provided below
%V	if it is in file name, server will replace it with patient visit num- ber of the currently processing visit	a1 in the example provided below

The File Name provides 5 optional variables listed in the table below:



Variable	Description	Example
%D	if it is in file name, server will replace it with selected Flow- sheet name	flow1 in the example provided below
%R	if it is in file name, server will replace it with Report Barcode parameter	not in the example provided below
%Т	if it is in the file name, server will replace it with timestamp in the format of "yyyyMMddHHmmss"	20160623093100 in the example provided below

#### Example

If the file name is: NS\_%V\_%D\_%T, as shown in the screen capture below, the file name will be: NS\_a1\_ flow1\_20160623093100.pdf.

You have the flexibility to arrange the order of variables in the file name, and any literal words such as "NS" in this example is acceptable. You can also use spaces and lower case letters in the file name.

Report Schedule: Dai	ily Shift Assessment	<b>×</b>
Report Paramet	ers	
Flowsheet:	Care	Select
Report Title:	Daily Shift Assessment	
Nursing Units:	ccu	Select
File Name:	NS_%V_%D_%T	
Report Barcode:		
Cancel	<< Previous	Next >>



# The report file name will default to Report.pdf if you do not purchase this licensed feature.

The report is based on the previous 24 hour period starting with the shift start time setting in the Clinical Manager>Configuration>Settings>Global Settings>Shift Start Time; Shift Duration (12 hour or 8 hour shift set).

For example, if you have patient data and schedule the report to run weekly on Tuesdays and Thursdays at 7:00 am (shift start time 07:00/12 hour shift), the report will generate data from Monday 7 am to Tuesday 6:59 am. And then again from Wednesday at 7:00 am through Thursday at 6:59 am.

#### Patient Flowsheet Export Report - 24 Hours After Discharge

The Patient Flowsheet Export reports can be exported 24 hours *after* discharge (even for long term stay patients). The export should include the entire visit. For example, a single shift assessment export



should cover days 1, 2, 3...until discharge.

If there are any edits to the documentation of an intervention after the 24 hour export report has been generated, a supplemental report automatically generates that includes those specific edits.

#### **Intervention Reports**

You may schedule the Patient Flowsheet Export Report to link to an intervention. Select the intervention (Daily Shift Assessment in the example above). Select **Yes** in the Show Intervention Only field to display collected information for the selected intervention only. Select **No** in this field to display information from shared clinical data types in other interventions collected over the last 24 hour period

# **Module Specific Reports**

This section describes the reports available for printing in the PatientTouch Clinical Manager. Some reports may be available for printing via the handheld and some may be available for scheduling. Holding the mouse cursor over the name of a report displays information about the report's details. Each report's parameters determine the information in the report.

Some reports generate a comma-separated (CSV) file that you can import into a spreadsheet for further analysis. From the spreadsheet, you can sort data or copy and paste the report output into other formats. For best results, view and format these reports before printing.

The following Module Specific Reports are included in this user guide:

Medication Administration Specimen Collection Blood Products Administration Infant Care Communications

# **Medication Administration Reports**

Medication Administration reports are described in the next section and are grouped into the following categories

- Nursing/RT
- Pharmacy
- Statistical

#### **Nursing/RT Reports**

This section provides descriptions of the following Nursing/RT reports:



Medication Administration Record	RT MAR Worksheet
Medication Administration Record (by Nurse)	RT MAR Worksheet (by User)
Medication Administration Record (by Unit)	RT MAR Worksheet (by Unit)
Medication Administration Summary	MAR Worksheet Addendum
Medication Administration Summary (by Nurse)	Patient Flowsheet
Medication Administration Summary (by Unit)	Flowsheet (by Unit)
MAR Worksheet	Multi-Day Flowsheet (by Patient)
MAR Worksheet (by Nurse)	ICU Flowsheet (by Patient)
MAR Worksheet (by Unit)	Therapeutic Events Report

#### **Medication Administration Record**

The Medication Administration Record, or MAR, provides the medication orders and administration history for a patient for a given day. It includes allergies, diagnosis, attending Physicians and order information suitable as the printed, permanent MAR for the patient's chart.

By Nurse and By Unit: The MAR by nurse and MAR by unit reports provide the same information as the standard MAR, but have parameters for Nurse and Unit to view all patients assigned to a specific caregiver or nursing unit.

#### **Medication Administration Summary**

This Medication Administration Summary provides up to seven days of medication history for a patient, providing an overview to users who want to see a longer period of the patient's medication history. It shows both active and discontinued medication orders.

While the report does not contain the full detail necessary as a permanent chart document or as a means for auditing medication errors, some hospitals choose to generate this report each day for all patients on the unit and place it in the patient chart as a resource for physicians during their rounds.

By Nurse and By Unit: You can also run the report by nurse, or unit.

#### **MAR Worksheet**

The MAR Worksheet displays all currently ordered medications and due times for a patient. PRN medications are listed after the scheduled meds. It can be used to replace the handwritten notes many caregivers write to keep track of their patients and important information about them. Caregivers can reprint this report during a shift to show the latest medication orders.

By Nurse and By Unit: The MAR Worksheet by nurse and by unit reports provide the same information as the standard MAR, but provides MARs for all patients assigned to a specific caregiver or nursing unit.

#### **RT MAR Worksheet**

The RT MAR Worksheet displays all currently ordered RT medications and due times for a patient. PRN RT medications are listed after the scheduled medications. It can be used to replace the handwritten

notes many caregivers write to keep track of their patients and important information about them. Caregivers can reprint this report during a shift to show the latest medication orders.

By User and By Unit: The RT MAR Worksheet by user and by unit reports provide the same information as the standard RT MAR worksheet, but provide MARs for all patients assigned to a specific caregiver or nursing unit.

#### MAR Worksheet Addendum

The MAR Worksheet Addendum provides a blank MAR Worksheet that caregivers can use to track changes and make other working notes they may need during a shift or med pass.

#### **Patient Flowsheet**

The Flowsheet can be configured to display clinical data that is collected on a patient. You must select the type of Flowsheet you want to view or print as one of the parameters for a Patient Flowsheet Report.

The report includes the name and credentials of the documenting caregiver plus a user-defined directional barcode to direct the information to a specific area of the EMR.

Clinical data can now be graphed across a Flowsheet row for multi-day Flowsheets. The parameters of the graph are determined by the minimum and maximum values identified in the clinical type chosen to graph. For more information on configuring a Flowsheet row, see *Creating a Flowsheet Row*.

Users may also enter information to be displayed as a barcode on Flowsheets when they are printed or viewed. This barcode is most frequently used by the hospital to scan the report into the hospital EHS system. The user will need to enter the barcode each time the report is printed or viewed. For scheduled reports, the user can define the barcode when the report is scheduled. It will then appear on the report every time it prints.

In order to select a new Flowsheet type for display or printing, the clinical types, Flowsheet rows, and Flowsheet categories must first be defined and configured in Clinical Manager. See **Flowsheet/mView Configuration** in the *Clinical Manager Configuration User Guide* for more information.

#### Flowsheet by Unit

The Flowsheet by Unit report allows you to print a specific Flowsheet for all patients on the selected nursing unit.

#### Multi-Day Flowsheet (by Patient)

The Multi-Day Flowsheet report covers multiple days and displays hospital-customized information including the patient's vital signs and other care-related information. The data is grouped by shift time intervals, defined by the user generating the report (e.g. 4, 8 or 12 hours). Seeing the data across multiple days allows the viewer to get a sense of the trending of the patient's condition. This report is available in the Scheduled Reports to be printed by Unit. A hospital-specific barcode can be associated with this report to support scanning the printed report into an EHR.

#### ICU Flowsheet (by Patient)

The ICU Flowsheet is a 24-hour Flowsheet specifically for critical care units, displaying the patient's vital signs and other hospital-customized care-related information. The data is displayed in hourly increments, with the 24-hour time period being configurable, based on the selected start time (e.g. a start time of 00:00 will display information from 00:00 to 23:59). This report gives the viewer a sense of



the trending of the patient's condition within a 24 hour period. This report is available in the Scheduled Reports to be printed by Unit. A hospital-specific barcode can be associated with this report to support scanning the printed report into an EHR.

### **Therapeutic Events Report**

The Therapeutic Events Report provides caregivers, starting their shifts with documentation, about medications omitted or held during the previous shift, and PRN medications that were given. This report provides history (defined by start and end dates) for a given set of patients.

In addition to start and end dates, select a specific nurse to report on patients assigned to that caregiver. If patients are not yet assigned, the report returns no results. Events can be sorted by Room Number, Order Number or Generic Name. Or, they can be sorted by Patient Name, Order Number or Generic Name.

## **Pharmacy Reports**

Allergy / Interaction Activity Report (CSV)	Mismatched Drugs Report (CSV)
All Overrides Report	Order Verification Audit Report
Quarantine Orders Report	Order Verification History Report (CSV)
Current Quarantine Orders Report	Overrides vs Orders Report
Formulary Listing Report (CSV)	Pharmacy Configuration Incomplete Report
SIG Code Listing Report (CSV)	Formulary Clinical Prompt Configuration Report (CSV)
Route Listing Report (CSV)	Invalid Barcode Scan Report (CSV)
NDC Verification Report (CSV)	

This section provides descriptions of the following Pharmacy reports:

# Allergy/Interaction Activity Report (CSV)

The Allergy/Interaction Activity Report presents an overview of all Allergy and Drug Interaction warnings received by caregivers at the bedside. The data includes the action taken (warning overridden or administration canceled) and the medication, user, and patient data. The data also includes the following event types for duplicate drug therapy: Duplicate Drug Therapy Warning Override and Duplicate Drug Therapy Canceled.

#### All Overrides Report

The All Overrides Report provides a CSV listing of all of the overrides that occurred during the selected time frame for the selected unit. The data includes date, type of override, medication, user and patient data. This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application such as Microsoft Excel.

#### **Quarantine Orders Report**

The Quarantine Orders Report allows hospitals that utilize the Order Verification feature to review all orders that were quarantined for a user-specified time period. The data includes order, patient, user,

and quarantine reason.

#### **Current Quarantine Orders Report**

The Current Quarantine Orders Report allows hospitals that utilize the Order Verification feature to review all orders that currently are in quarantined status. The data includes order, patient, user, and quarantine reason.

#### Formulary Listing Report (CSV)

The Formulary Listing Report provides a complete record of the hospital formulary detail in the Master Drug File. This report also includes a column for Exclude Duplicate Therapy Check. This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application, such as Microsoft Excel.

#### SIG Code Listing Report (CSV)

The SIG code Listing Report provides a complete record of the system's SIG codes and related settings. This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application such as Microsoft Excel.

#### Route Listing Report (CSV)

The Route Listing Report provides a complete listing of all of the available routes entered into the PatientTouch System. If configured, the assigned Coding System, Code, Description, and Short Description are also provided. This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application such as Microsoft Excel.

#### NDC Verification Report (CSV)

The NDC Verification Report provides details on any formulary items that do not contain at least one valid First DataBank<sup>™</sup> (FDB) NDC number, which makes the formulary item invalid for allergy and drug interaction checking. The NDC Verification Report includes the following fields: Formulary ID, Generic Name, Reference Brand Name, Strength/Unit, Volume/Unit, Dosage Form, and Existing Non-Valid NDCs. Disabling the medication from drug interactions and allergy checking and/or configuring the formulary item as a non-medication from within the Master Drug File will remove the drug line item from this report.

This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application such as Microsoft Excel.

#### Mismatched Drugs Report (CSV)

This report provides details on any formulary items that have NDC or RxNorm mismatches compared to the currently loaded FDB database.

The Mismatched Drugs Report contains the following fields: Formulary ID, Generic Name, Reference Brand Name, Strength/Unit, Volume/Unit, Dosage Form, Mismatched Drug Codes/Names, and Mismatch Type.

This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application such as Microsoft Excel.



#### **Order Verification Audit Report**

The Order Verification Audit Report can be used by caregivers at hospitals that use the Order Verification feature to determine if there are orders that have:

- Never been verified
- Been quarantined and not updated
- Been discontinued and not verified during a given time frame

#### **Order Verification History Report (CSV)**

The Order Verification History Report allows hospitals that utilize the Order Verification feature to audit the verification status changes for individual patient orders. Details include order information, order status, user, and reasons for quarantine.

Select the destination where you want to print, export, or e-mail this report and then, select the target patient.

This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application such as Microsoft Excel.

#### **Overrides vs. Orders Report**

The Overrides vs. Orders Report provides caregivers with a way to verify that all medications recorded with the PatientTouch System have an associated order in the patient's record. Caregivers encounter situations every day that call for a medication to be administered before the order has been entered in the system. Using this report, the PatientTouch System compares and matches any "Order Not Found in System" medication administrations to orders entered into the system later.

When comparing these orders, the PatientTouch System identifies orders within the specified time frame that have a matching medication name and strength, but not necessarily the dose. If more than one possible match is encountered, each one appears next to the Override Medications Given.

All report parameters are required. You can select a 3, 6, 9, or 12 hour time frame in which to look for comparable orders with a start time within that window (beginning at the administration time and looking forward).

#### **Pharmacy Configuration Incomplete Report**

The Pharmacy Configuration Incomplete Report provides details on formulary items, SIG Codes, and allergy codes created through an interface message with the PIS that have not yet been configured in the PatientTouch System.

#### Formulary Clinical Prompt Configuration Report

This report generates a list of clinical prompts assigned to formulary items along with the prompt settings for that item.

#### Invalid Barcode Scan Report (CSV)

This report generates a list of barcodes scanned that resulted in no barcode found messages. This is also a scheduled report.



# **Statistical Reports**

This section provides descriptions of the following Statistical reports:

tatistical Reports	
Patient Rights Exception Report	Follow Up Compliance Report
Hospital Statistical Report (CSV)	MAR Export Summary (CSV)
Nursing Unit Statistical Report (CSV)	MAR Archive Export Summary (CSV)
User Statistical Report (CSV)	Undocumented Scheduled Doses Report (CSV)
Nursing Unit Scan Compliance (pdf)	Numerator Report - Measure specific eMAR (CSV)
Dose Not Given Report	Numerator Report - Measure specific Vitals (CSV)
HIPAA Audit Trail Report (by Patient)	eMAR Numerator Report by Parameter (CSV)
HIPAA Audit Trail Report (by User)	eMAR Orders Report by Parameter (CSV)
Medication Administration Activity Detail Report	First Dose Education Report (CSV)
Cancel Admin Report (CSV)	

### Patient Rights Exception Report (CSV)

The Patient Rights Exception Report shows all medication administration events where the order parameters were overridden. This report includes event type, override reason, medication, administration, user, and patient data.

This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application such as Microsoft Excel.

#### Hospital Statistical Report (CSV)

The Hospital Statistical Report provides a statistical overview of commonly audited data points including bedside scanning compliance. The report includes hospital totals as well as individual nursing unit statistics.

This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application such as Microsoft Excel.

#### Nursing Unit Statistical Report (CSV)

The Nursing Unit Statistical Report presents the same data points as the Hospital Statistical Report but includes both nursing unit totals and individual user statistics per unit. You can include one or all of the nursing units.

This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application such as Microsoft Excel.

#### User Statistical Report (CSV)

The User Statistical Report presents the same data points as the Hospital Statistical Report but includes individual user statistics, across all units on which they worked.

This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application such as Microsoft Excel.

# Nursing Unit Scan Compliance Report (PDF)

The Nursing Unit Scan Compliance Report generates a list of all nurses who administered medications on the unit during the given timeframe, and the percentage of administrations given using the handheld. This allows the nurse manager of each unit to gain a quick understanding of his/her unit's scan compliance. You can also choose to include or not include "Not Give" administrations using the report parameters. This report can be printed immediately or scheduled according to the needs of the unit. The user can select one or multiple nursing units to include in the report, which will print by unit. This information displays in the report header. In addition, the user can select a Not Given Reason from which to include in the report. This information also displays in the report header.

#### **Dose Not Given Report**

The Dose Not Given Report provides a detailed view of all scheduled medication doses that were not administered or were omitted. The report includes the reason for omission as well as detailed order, patient, and user data.

This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application such as Microsoft Excel.

#### HIPAA Audit Trail Report

The HIPAA Audit Trail Report provides information on what users in the PatientTouch System have accessed patient information during a specified time period. The Health Insurance Portability and Accountability Act ("HIPAA") defines, among other things, Audit Controls with which hospitals must comply.

This report is available by Patient and by User. It identifies the activity of users not currently assigned to the patient for whose data they are accessing.

For reporting purposes, accessing patient data is defined as one of the following actions:

- Viewing or printing reports that contain patient information (such as MAR or MAR Worksheet)
- Viewing, editing, or printing patient records in the Clinical Manager
- Scanning a patient wristband with the handheld
- Preparing a medication with the handheld
- The HIPAA Audit Trail Report can be run by patient or by user.

#### Medication Administration Activity Detail Report

The Medication Administration Activity Detail Report provides a summary view of all administration activity for one specific formulary line item for a configurable date range in a CSV format. The report data includes the event type (early, late, and omitted), reason (if applicable), date/time, amount given, order number (if applicable), patient visit number, unit name, and caregiver name and role.

#### Cancel Admin Report (CSV)

The Cancel Admin Report provides a detailed view of all medication administrations that were started by scanning a medication barcode, and then canceled by the user. The report includes the event type as well as medication scanned, date and time, unit, user, order ID and visit number.



This report is generated in a comma-separated values format (.CSV) that can be viewed in a spreadsheet application such as Microsoft Excel.

#### Follow Up Compliance Report

The Follow Up Compliance Report provides information on compliance to follow-up prompts such as pain scales and IV stop times. Management can use this type of report to monitor how users are performing in this area, provide additional training to staff as well as determine if adjustments need to be made to follow up configurations to increase compliance.

#### MAR Export Summary (CSV)

The MAR Export Summary identifies when the last export occurred, how many reports were exported, and how many were re-exported. For each re-exported report, the summary contains the MRN, Visit Number, and MAR Date of the patient.

The MAR Export generates a TIFF or PDF for any MAR that has been modified since the last time it ran. The output is individual TIFFs or PDFs for each day, for each patient. If a MAR has been edited, regardless of the day, it will be re-exported.

#### MAR Archive Export Summary (CSV)

The MAR Archive Export Summary identifies when the last Archive Export occurred, how many reports were exported, and how many were re-exported.

The MAR Archive Export generates either a TIFF or PDF for a MAR that comprises an entire patient visit. The report kicks off only when the patient is discharged and then the MAR is created as a single TIFF or PDF *for the entire visit*.

#### **Undocumented Scheduled Doses Report**

The Undocumented Scheduled Doses report provides information on scheduled medication orders that were not administered, and what override reasons were documented.

#### Numerator Report – Measure Specific eMAR (CSV)

This Meaningful Use report provides the numerator information to calculate the Electronic Medication Administration Record measure in a CSV format. The report data includes encounter ID, patient ID, last name, first name, DOB, age, gender, number of orders, and number of orders for which all administered doses are given using assistive technology (scanned using the handheld). The PatientTouch System software name and version number also appear on the report. If your hospital is configured for Campus Support, you will have the option of selecting the specific facility for which you want to run this report without logging into the Clinical Manager for the specific hospital.

#### Numerator Report – Measure Specific Vitals (CSV)

This Meaningful Use report provides the numerator information to calculate the "Record Vital Signs" measure in a CSV format. The report data includes encounter ID, patient ID, last name, first name, DOB, age, gender, All Vitals Recorded for Stage, and whether the height, weight, and/or BP was recorded during the encounter. The PatientTouch System software name and version number also appear on the report. If your hospital is configured for Campus Support, you will have the option of



selecting the specific facility for which you want to run this report without logging into the Clinical Manager for the specific hospital.

#### eMAR Numerator Report by Parameter (CSV)

This report filters the patient visits included in the numerator by location and Service ID. In addition, if the nurse notes on the handheld that the dose was documented in the EHR (non-PatientSafe Solutions) MAR, this report appropriately considers this in the numerator. The report data includes encounter ID, patient ID, last name, first name, DOB, gender, number of orders and number of orders for which all administered doses are given using assistive technology (scanned using the handheld). The PatientTouch System software name and version number also appear on the report. If your hospital is configured for Campus Support, you will have the option of selecting the specific facility for which you want to run this report without logging into the Clinical Manager for the specific hospital.

#### eMAR Orders Report by Parameter (CSV)

This report is very similar to the eMAR Numerator Report by Parameter (CSV) in that it includes the additional filtering parameters of excluded nursing unit(s), Service ID(s), and utilize the not give override reasons. However, this report also includes additional information such as the order number, order start/stop time, generic name of the medication, formulary PKVs, total doses administered, doses administered using assistive technology, and doses marked as not give with defined reasons, if selected in the report parameters). The PatientTouch System software name and version number also appear on the report.

If your hospital is configured for Campus Support, you will have the option of selecting the specific facility for which you want to run this report without logging into the Clinical Manager for the specific hospital.

The following filters/inclusions are available in the eMAR Numerator Report by Parameter and eMAR Orders Report by Parameter-:

- Excluded Nursing Unit: If one or more Nursing Units are selected, patient visits with this Nursing Unit as the last Nursing Unit for the patient visit will be excluded from the reports.
- Excluded Service ID: If one or more Service IDs are selected, patient visits with this Service ID as the last Service ID for the patient visit will be excluded from the reports.
- Included Not Give Reason: This may be used by hospitals who do not have bi-directional interfaces to their EHR, and are documenting administrations in the EHR as well as Clinical Manager (or instead of Clinical Manager). This allows the nurse to identify doses as not given via the HH, and "includes" this administration in the doses documented in Clinical Manager. This will result in the associated order being removed from the Numerator.

#### First Dose Education Report

This report provides a detailed view of all first dose education responses given by the clinician when he/she is prompted to educate the patient about medications. The quality improvement (or other) department user can use this report to identify potential areas for improvement around first dose education and clinician compliance in providing it to patients.



# **Specimen Collection Reports**

You must have the Manage Reports privilege to view and generate Lab reports. The following reports are available for use with the Specimen Collection module and are described in this topic:

Draw List (by Unit, User, or Patient) Lab Workflow Report Lab Early/Late Report Can't Get Draw Reports Lab Omitted Report Lab Statistical Report Lab User Activity Report Missing Samples Report

The following single-order draw reports can be automatically printed as notifications on any network printer designated as the Lab Printer in the PatientTouch Clinical Manager if the corresponding options are enabled.

- New Stat and Urgent/ASAP Orders
- Late Orders
- "Can't Get" Orders
- "Re-Collect" Orders

To access reports in the PatientTouch Clinical Manager (except those automatically printed), select the report you want to run from the Reports folder as shown below. You can then select parameters and run the report or view it on the screen.

Draw List (by Unit)	Can't Get Draw Report Current (CSV)
Draw List (by User)	Can't Get Draw Report Current (by Unit)
Draw List (by Patient)	Lab Omitted Report
Lab Workflow Report	Lab Statistical Report (CSV)
Lab Early/Late Report	Lab User Activity Report (CSV)
Can't Get Draw Report Historical (CSV)	Missing Samples Report
Can't Get Draw Report By Unit Historical (CSV)	

## Draw List (by Unit, User, or Patient)

The Draw List is used by caregivers to generate and review a list of outstanding lab orders for patients in one or more nursing units.

#### **Parameters**

The Draw List is available as three separate reports, sorted by nursing unit, by user, or by patient. It is listed by the due time of lab order. Parameters vary based on the selected report.

You can generate the Draw List from the Reports menu or from the Lab Dashboard. You can also select the collector types (Nurse, Phlebotomist, RT, and/or Add-On) to include.



Draw List (by Unit	)	×
Report:	Draw List (by Unit)	
Report Parame	ters	
Nursing Units:		Select
Collector Type:		Select
Printer:		Select
Vi	ew Report Print Report Cancel	]

Example of Draw List (by Unit) Report

		Draw L	ist (by Unit)			
	Un	it: 3RDFLOOR	Draw List - ( 5 P	atie	nts)	
111 1 Burns	s, Frank					
DOB: 09/28/19	956	Vis	it: V100006			MRN: M100006
Urgent	03/25/2019 @ 09:02	(1) Anearobic	Blood Culture Set 1	P	T03212	Blood Culture Set 1:
Urgent	03/25/2019 @ 09:02	(1) Anearobic	Blood Culture Set 2	P	T03213	Blood Culture Set 2:
Routine		(1) GREEN	Basic Meta Profile	P	ACC:000	Basic Meta Profile:
STAT		(1) LAVENDER	CBC w diff	P	ACC:0126	CBC w diff:
STAT		(1) Blue	CBC	P	ACC:1234	CBC:
Routine		(1) Swab	Wound Culture	P	T0325	Wound Culture:
Routine		(1) Sterile Container	Urine Culture	P	T0326	Urine Culture:
				-		
	esee. Lili	(1) LAVENDER	CBC w diff	P	T0327	CBC w diff:
Routine 1191 1 Gen DOB: 09/28/19 Routine		Vis	sit: 0119001			MRN: 20200119001
1191 1 Gen DOB: 09/28/19 Routine				P P P	T0327 T0219:001 T0228:001	
1191 1 Gen DOB: 09/28/19 Routine Routine 120 1 Smith DOB: 09/28/19	956 I, Frank	Vis (1) GOLD (1) Blue V	sit: 0119001 TPXmatch CBC isit: V1001	P	T0219:001 T0228:001	MRN: 20200119001 TPXmatch: CBC: MRN: M1001
1191 1 Gen DOB: 09/28/19 Routine Routine 120 1 Smith DOB: 09/28/19 Routine	956 I, Frank	Vis (1) GOLD (1) Blue V (1) LAVENDER	sit: 0119001 TPXmatch CBC isit: V1001 CBC w Diff	P P	T0219:001 T0228:001	MRN: 20200119001 TPXmatch: CBC: MRN: M1001 CBC w Diff:
1191 1 Gen DOB: 09/28/19 Routine 120 1 Smith DOB: 09/28/19 Routine Routine	956 I, Frank	Vis (1) GOLD (1) Blue V (1) LAVENDER (1) LAVENDER	isit: 0119001 TPXmatch CBC isit: V1001 CBC w Diff CBC w Diff	P P P	T0219:001 T0228:001 ACC:123 T0304	MRN: 20200119001 TPXmatch: CBC: MRN: M1001 CBC w Diff: CBC w Diff:
1191 1 Gen DOB: 09/28/15 Routine Routine 120 1 Smith DOB: 09/28/15 Routine Routine Routine	956 I, Frank 956	Vis (1) GOLD (1) Blue V (1) LAVENDER	sit: 0119001 TPXmatch CBC isit: V1001 CBC w Diff	P P	T0219:001 T0228:001	MRN: 20200119001 TPXmatch: CBC: MRN: M1001 CBC w Diff:
1191 1 Gen DOB: 09/28/15 Routine Routine 120 1 Smith DOB: 09/28/15 Routine Routine Routine 122 3 Riley,	956 I, Frank 956 Emma	Vis (1) GOLD (1) Blue V (1) LAVENDER (1) LAVENDER (1) LAVENDER	isit: 0119001 TPXmatch CBC isit: V1001 CBC w Diff CBC w Diff	P P P	T0219:001 T0228:001 ACC:123 T0304	MRN: 20200119001 TPXmatch: CBC: MRN: M1001 CBC w Diff: CBC w Diff: CBC:
1191 1 Gen DOB: 09/28/15 Routine Routine 120 1 Smith DOB: 09/28/15 Routine Routine Routine 122 3 Riley, DOB: 09/28/15	956 I, Frank 956 Emma	Vis (1) GOLD (1) Blue V (1) LAVENDER (1) LAVENDER (1) LAVENDER	it: 0119001 TPXmatch CBC isit: V1001 CBC w Diff CBC w Diff CBC	P P P	T0219:001 T0228:001 ACC:123 T0304	MRN: 20200119001 TPXmatch: CBC: MRN: M1001 CBC w Diff: CBC w Diff: CBC:
1191 1 Gen	956 I, Frank 956 Emma 965 , Scott	Vis (1) GOLD (1) Blue V (1) LAVENDER (1) LAVENDER (1) LAVENDER Vi: (1) LAVENDER	sit: 0119001 TPXmatch CBC isit: V1001 CBC w Diff CBC w Diff CBC sit: V11101	P P P P	T0219:001 T0228:001 ACC:123 T0304 T0305	MRN: 20200119001 TPXmatch: CBC: MRN: M1001 CBC w Diff: CBC w Diff: CBC: MRN: M11101

## Lab Workflow Report

The Lab Workflow Report documents each action taken on a patient and lists the user who performed the action and the time the action was taken.

#### **Parameters**

You can specify a patient and a range of dates and/or times to include in the Lab Workflow Report.



Lab Workflow	Report X
Report:	Lab Workflow Report
Report Par	ameters
Start Date:	Select 00:00 -
End Date:	Select 00:00 -
Patient:	Select
Printer:	Select
	View Report Print Report Cancel

Example of Lab Workflow Report

Lab Workflow Report (02/01/20 - 03/05/20)					
it: 3RDFLOOR - (4 Patients)					
201 - Smith, Fran ledical Record Number: isit Number: ate of Birth:	k M1001 V1001 09/28/1956				
Routine - ACC:123 Ordered: 02/28 Tests: CBC w					
Tubes:					
Туре		Status			
LAVENDER (E	BAR:123)	Collected. By Cartwright, Judy at 02/28 11:50. Rejected. Reason: SPECIMEN DAMAGED. By Banks, Bernie at 02/28 11:51			
Routine - T0212 Ordered: 02/11 Tests: CBC	1/2020 12:32				
Tubes:					
Туре		Status			
LAVENDER (1	(R0212)	Collected. By Bloodsoe, Drew at 02/11 12:34.			
Routine - T0222 Ordered: 02/19 Tests: CBC	9/2020 13:05				
Tubes:					
Туре		Status			
LAVENDER (1	R0222)	Collected. By Bloodsoe, Drew at 02/19 13:08.			
Routine - T0224 Ordered: 02/24 Tests: CBC w					
Tubes:					
Туре		Status			
LAVENDER (1	(R0224)	Collected. By Drawright, Jonathan at 02/24 11:55.			
STAT - T0226 Ordered: 02/24 Tests: CBC w					



# Lab Early/Late Report

The Lab Early/Late report displays a list of timed and routine draw specimens that were collected early or late, and stat and urgent orders that were collected before the due time.

#### **Parameters**

You can specify a range of dates and/or times to include in the Lab Early/Late Report.

I	Lab Early/Late	e Report X
	Report:	Lab Early/Late Report
	Report Par	ameters
	Start Date:	Select 00:00 💌
	End Date:	Select 00:00 💌
	Printer:	Select
		View Report Print Report Cancel

#### Example of Lab Early/Late Report

Lab Early/Late Report (02/01/20 - 03/05/20) hit: 3RDFLOOR - (2 Patients)					
120 1 - Smith, Franl Medical Record Number:	К M1001				
Visit Number: Date of Birth:	V1001 09/28/1956				
STAT - T0226 Ordered: 02/24 Tests: CBC w I					
Tubes:					
Туре		Status			
LAVENDER (TR0226)		Collected. By Cartwright, Judy at 02/28 09:43. Late Reason: CONDITION CHANGE. Rejected. Reason: SPECIMEN DAMAGED. By Banks, Bernie at 02/28 11:25 Collected. By Cartwright, Judy at 03/03 09:55.			
122 3 - Riley, Emma Medical Record Number: Visit Number: Date of Birth:	3 M11101 V11101 09/28/1965				
STAT - T0114 Ordered: 01/14 Tests: CBC	/2020 09:19				
Tubes:					
Туре		Status			
Blue (TR0114)		Collected. By Bloodsoe, Drew at 02/14 10:58. Late Reason: CLARIFYING MD ORDEI			

### **Can't Get Draw Reports**

The Can't Get Draw Reports are used to identify all current and historical specimens that have been marked as "Can't Get" in the Collection Workflow. These reports will identify specimens that were unable to be collected. The following new reports have been added:



- Can't Get Draw Report Historical (CSV)-displays an Excel spreadsheet with a list of specimens that were marked as "Can't Get" in the Collection Workflow for the dates specified. If the specimen was since collected, the original "Can't Get" information, along with any subsequent attempts, still displays in this report. For example, if a specimen is marked as "Can't Get" at 8:00 a.m. but is since collected at 10:00 a.m. the same day, the original "Can't Get" information and all subsequent attempts will display in this report.
- Can't Get Draw Report By Unit Historical (CSV)- displays an Excel spreadsheet with a list of specimens by nursing unit, that were marked as "Can't Get" in the Collection Workflow for the dates specified. If the specimen was since collected, the original "Can't Get" information, along with any subsequent attempts, still displays in this report. For example, if a specimen is marked as "Can't Get" at 8:00 a.m. but is since collected at 10:00 a.m. the same day, the original "Can't Get" information and all subsequent attempts will display in this report.
- Can't Get Draw Report Current (CSV)- displays an Excel spreadsheet with a list of current specimens that were marked as "Can't Get" in the Collection Workflow for the dates specified. If the specimen was since collected, the entire entry is removed from this report. For example, if a specimen is marked as "Can't Get" at 8:00 a.m. but is since collected at 10:00 a.m. the same day, the "Can't Get" information for this specimen will not display in this report.
- Can't Get Draw Report Current (By Unit)- displays a PDF file with a list of current specimens by nursing unit, that were marked as "Can't Get" in the Collection Workflow for the dates specified. If the specimen was since collected, the entire entry is removed from this report. For example, if a specimen is marked as "Can't Get" at 8:00 a.m. but is since collected at 10:00 a.m. the same day, the original "Can't Get" information for this specimen will not display in this report.

#### Parameters

The parameters will vary depending on the type of report you select. The screen capture below is from the Can't Get Draw Report Current (CSV).

C	an't Get Drav	w Report Current (CSV)	×
	Report:	Can't Get Draw Report Current (CSV)	[
	Report Para	ameters	
	Start Date:		Select
	End Date:		Select
	Printer:		Select
		View Report Print Report Cancel	

Example of Can't Get Draw Report Current (CSV)

A	В	С	D	E	F	G	н	1	J	к	L
Collector	Patient	Patient Unit	Patient Location	Order Type	Specimen Tests	Documented Date	Documented Time	Can't Get Reason	Can't Get Comment	Collection Status	Actual Collection
Phil , Phlebotomist	Brown, Charlie	3rd Floor	1000 1	ROUTINE	TPX Match	2/26/2014	12:44	Patient Off Unit	Will try later	UNCOLLECTED, 02/26/2014 12:44	UNCOLLECTED

#### Lab Omitted Report

The Lab Omitted report includes the lab orders that were omitted using the PatientTouch System Manager.

#### **Parameters**

You can specify a range of dates and/or times to include in the Lab Omitted Report.



1	Lab Omitted F	Report X				
Report: Lab Omitted Report						
	Report Para	ameters				
	Start Date:	Select 00:00 🗸				
	End Date:	Select 00:00 🗸				
	Printer:	Select				
		View Report Print Report Cancel				

### Example Lab Omitted Report

	Lab Omitted Report (01/01/20 - 03/05/20)									
Unit: 3RDFLOOR - (2	? Patients)									
1 1 - One, Patient Medical Record Number: Visit Number: Date of Birth:	MRN1 VISIT1 09/28/1956									
STAT - test_1 Ordered: 09/1: Tests: Test_1	2/2018 10:40									
Tubes:										
Туре		Status								
BLUE (2345)		No Collection Record.								
Omitted by: Us Omitted at: 01 Omitted reaso	/21 08:31									
STAT - test_2 Ordered: 09/1: Tests: Test_1	2/2018 10:42									
Tubes:										
Туре		Status								
BLUE (2345)		No Collection Record.								
Omitted by: U Omitted at: 01 Omitted reaso	/21 08:31									
2 1 - Two, Patient										
Medical Record Number: Visit Number: Date of Birth:	MRN2 VISIT2 09/28/1956									
Routine - order_1 Ordered: 09/2 Tests: glucose										
Tubes:										
Туре		Status								
BLUE (001)		No Collection Record.								
Omitted by: Us Omitted at: 01 Omitted reaso	/21 08:31									



## Lab Statistical Report

The Lab Statistical report is a tabular report, generated in comma-separated text format (.CSV), which includes the date and time of the draw, collector/user, nursing unit, tests collected, and witness, if any.

Each row in the report displays activity data for one completed/documented specimen collection workflow (draw), whether or not any or all specimens were collected.

Tests for a lab order are displayed only if all ordered tubes for that test were collected. (A row will still be included in the report, since the draw with the "Can't Get" tubes was documented.)

The Order Type column includes the order type(s) — stat, urgent, timed, and/or routine — documented for the draw, whether or not all specimens were collected. For example, if a draw included one timed and one routine order, the value "ROUTINE, TIMED" would be displayed in the column. If a draw included two routine orders, the value "ROUTINE(2)" would be displayed.



#### If a specimen is not documented as collected (e.g., if the collector printed labels but did not confirm and document the draw), the collection activity is not included, even if the specimen was received in the lab via the LIS.

This report can be opened in Microsoft Excel or other data manipulation tools for analysis and formatting as desired.

#### **Parameters**

You can specify the start and end date for the report.

Lab Statistica	l Report (CSV)	×		
Report:	Lab Statistical Report (CSV)			
Report Parameters				
Start Date:		Select		
End Date:		Select		
Printer:		Select		
	View Report Print Report Cancel			

**Example of Lab Statistical Report** 

	А	В	С	D	E	F	G	Н
1	Date	Time	Unit	User	Role	Tests	Order Type	Witness
2	2/11/2020	12:33	<b>3RDFLOOR</b>	Bloodsoe, Drew	Phlebotomist	CBC	ROUTINE	
3	2/14/2020	10:58	<b>3RDFLOOR</b>	Bloodsoe, Drew	Phlebotomist	CBC	STAT	
4	2/14/2020	11:30	<b>3RDFLOOR</b>	Bloodsoe, Drew	Phlebotomist	CBC w Diff	ROUTINE	
5	2/19/2020	12:17	<b>3RDFLOOR</b>	Bloodsoe, Drew	Phlebotomist	CBC	ROUTINE	
6	2/19/2020	12:55	<b>3RDFLOOR</b>	Cartwright, Judy	Nurse Manager,Staff Nurse	CBC	ROUTINE	
7	2/19/2020	13:08	<b>3RDFLOOR</b>	Bloodsoe, Drew	Phlebotomist	CBC	ROUTINE	
8	2/24/2020	11:53	<b>3RDFLOOR</b>	Drawright, Jonathan	Phlebotomist	CBC w Diff	ROUTINE	
9	2/28/2020	9:43	<b>3RDFLOOR</b>	Cartwright, Judy	Nurse Manager,Staff Nurse	Basic Meta Profile,CBC w Diff(2),Troponin-I ES	ROUTINE,STAT	
10	2/28/2020	11:30	<b>3RDFLOOR</b>	Abundy, Malcolm	Phlebotomist	CBC	ROUTINE	
11	2/28/2020	11:41	<b>3RDFLOOR</b>	Abundy, Malcolm	Phlebotomist	CBC	ROUTINE	
12	2/28/2020	11:49	<b>3RDFLOOR</b>	Cartwright, Judy	Nurse Manager,Staff Nurse	CBC w Diff	ROUTINE	
13	3/3/2020	9:35	<b>3RDFLOOR</b>	Cartwright, Judy	Nurse Manager,Staff Nurse	CBC w Diff,CBC(2)	ROUTINE,STAT	
14	3/3/2020	10:28	<b>3RDFLOOR</b>	Cartwright, Judy	Nurse Manager,Staff Nurse	CBC	ROUTINE	

#### Lab User Activity Report

The Lab User Activity report is a tabular report, generated in comma-separated text format (.CSV), which includes the date and time of the draw, collector/user, and nursing unit.



Each row in the report displays one collection episode where the patient was positively identified (via wristband scan), at least one specimen was collected with labels printed, and the collection was documented. Collections that are canceled or in which no specimens are collected are not included in the report.

This report can be opened in Microsoft Excel or other data manipulation tools for analysis and formatting as desired.

#### **Parameters**

You can specify the start and end date for the report.

I	Lab User Activ	vity Report (CSV)	×						
	Report:	Lab User Activity Report (CSV)	[						
	Report Parameters								
	Start Date:		Select						
	End Date:		Select						
	Printer:		Select						
	,	View Report Print Report Cancel							

**Example of Lab User Activity Report** 

A		В	С	D
1	Date	Time	User	Nursing Unit
2	2/11/2020	12:33	Bloodsoe, Drew	3RDFLOOR
3	2/14/2020	10:58	Bloodsoe, Drew	3RDFLOOR
4	2/14/2020	11:30	Bloodsoe, Drew	3RDFLOOR
5	2/19/2020	12:17	Bloodsoe, Drew	3RDFLOOR
6	2/19/2020	12:55	Cartwright, Judy	3RDFLOOR
7	2/19/2020	13:08	Bloodsoe, Drew	3RDFLOOR
8	2/24/2020	11:53	Drawright, Jonathan	3RDFLOOR
9	2/28/2020	9:43	Cartwright, Judy	3RDFLOOR
10	2/28/2020	11:30	Abundy, Malcolm	3RDFLOOR
11	2/28/2020	11:41	Abundy, Malcolm	3RDFLOOR
12	2/28/2020	11:49	Cartwright, Judy	3RDFLOOR
13	3/3/2020	9:35	Cartwright, Judy	3RDFLOOR
14	3/3/2020	10:28	Cartwright, Judy	3RDFLOOR

### **Missing Samples Report**

For those hospitals that use the optional Receive Specimens workflow, the Missing Samples Report displays blood draws that were documented as collected in the PatientTouch System but have not been acknowledged as received in the lab.

#### **Parameters**

You can specify a range of dates and/or times to include in the Missing Samples Report.



Missing Sam	ples Report X
Report:	Missing Samples Report
Report Pa	rameters
Start Date:	Select 00:00 -
End Date:	Select 00:00 -
Printer:	Select
	View Report Print Report Cancel

**Example of Missing Samples Report** 

Missin	g Samples Report (01/01/20 - 03/05/20)
Jnit: 3RDFLOOR - (4 Patients)	
122 3 - Riley, Emma Medical Record Number: M11101 Visit Number: V11101 Date of Birth: 09/28/1965	
STAT - T0114 Ordered: 01/14/2020 09:19 Tests: CBC	
Tubes:	
Туре	Status
Blue (TR0114)	Collected. By Bloodsoe, Drew at 02/14 10:58. Late Reason: CLARIFYING MD ORDER
Routine - T0215 Ordered: 02/14/2020 11:27 Tests: CBC w Diff	
Tubes:	
Туре	Status
LAVENDER (TR0215)	Collected. By Bloodsoe, Drew at 02/14 11:30.
Routine - T0219 Ordered: 02/19/2020 12:06 Tests: CBC	
Tubes:	
Туре	Status
LAVENDER (TR0219)	Collected. By Cartwright, Judy at 02/19 12:55.
Routine - T0220 Ordered: 02/19/2020 12:14 Tests: CBC	
Tubes:	
Туре	Status
LAVENDER (TR0220)	Collected. By Bloodsoe, Drew at 02/19 12:17.

# **Blood Transfusion Reports**

In addition to the Transfusion Record, the following reports are available for the Blood Product Administration module:



- <u>Transfusion Activity Report</u>: Contains information about documented caregiver transfusion activity (results and alerts).
- <u>Blood Bank Activity Report</u>: Contains information about blood product management activity (results and alerts) in the Blood Bank.
- Transfusion Record Export Summary Report: The report includes the number of transfusion records exported as well as the number of records re-exported since the report was last run.

You can run these from the **Reports** menu in PatientTouch Clinical Manager.

Blood Transfusion Reports								
Transfusion Record By Nursing Unit								
Blood Bank Activity Report (CSV)								
Transfusion Record Export Summary (CSV)								

# **Transfusion Activity Report**

This report provides tabular data (CSV text format) on caregiver transfusion workflow activity, including user, patient, blood product, start and stop time, and procedure result (successful completion, alert, etc.), suitable for viewing and manipulation in Microsoft Excel and other data analysis tools.

This report is available in the Blood Transfusion section of the **Reports** menu in the PatientTouch Clinical Manager.

You can run the report by user (caregiver), nursing unit, and/or patient for a specified date range. Select Blood Bank Activity Report (CSV) from the Reports screen. Enter values to control the data included in the report.

Transfusion Activity R	leport (CSV)	>	<						
Report: Trans	sfusion Activity Report (CS)	V)							
Report Parameters									
Nurse:		Select							
Patient:		Select							
Nursing Unit:		Select							
Start Date:		Select							
End Date:		Select							
Printer:		Select							
View R	Report Print Report	Cancel							

# Example of the Transfusion Activity Report

	A	В	C	D	E	F	G	H	1	J	K	L	M
1	Transfusion Activity Report (CSV)		Date selected	02/01/202	20 00:00 to 03/	05/2020 23:59							
2													
3	Activity ID	Caregiver	Nursing Unit	Location	Patient Name	DOB	Gender	MRN	Visit #	Activity	Result	Date	Time
4	20256	Cartwright, Judy, RN	3RDFLOOR	122 3	Riley, Emma	9/28/1965 0:00	F	M11101	V11101	Start Transfusion	Canceled by User - Patie	2/14/2020	11:38
5	20257	Cartwright, Judy, RN	3RDFLOOR	122 3	Riley, Emma	9/28/1965 0:00	F	M11101	V11101	Start Transfusion	Canceled by User	2/14/2020	11:41
6	20258	Cartwright, Judy, RN	3RDFLOOR	122 3	Riley, Emma	9/28/1965 0:00	F	M11101	V11101	Start Transfusion	Documented by User	2/14/2020	11:44
7	20259	Cartwright, Judy, RN	3RDFLOOR	122 3	Riley, Emma	9/28/1965 0:00	F	M11101	V11101	End Transfusion	Documented by User - I	2/14/2020	11:46
8	20260	Cartwright, Judy, RN	3RDFLOOR	122 3	Riley, Emma	9/28/1965 0:00	F	M11101	V11101	Start Transfusion	Documented by User	2/19/2020	12:28
9	20261	Cartwright, Judy, RN	3RDFLOOR	122 3	Riley, Emma	9/28/1965 0:00	F	M11101	V11101	End Transfusion	Canceled by User	2/19/2020	12:30
10	20262	Cartwright, Judy, RN	3RDFLOOR	122 3	Riley, Emma	9/28/1965 0:00	F	M11101	V11101	End Transfusion -	Documented by User	2/19/2020	12:32
11	20263	Cartwright, Judy, RN	3RDFLOOR	120 1	Smith, Frank	9/28/1956 0:00	M	M1001	V1001	Start Transfusion	Documented by User	2/19/2020	13:15
12	20264	Cree, Kym, Best Nur	3RDFLOOR	1191 1	Genesee, Lili	9/28/1956 0:00	U	2.02E+10	119001	Start Transfusion	Documented by User	2/19/2020	13:45
13	20265	Cree, Kym, Best Nur	3RDFLOOR	1191 1	Genesee, Lili	9/28/1956 0:00	U	2.02E+10	119001	End Transfusion	Documented by User - I	2/19/2020	13:58
14	20266	Cartwright, Judy, RN	3RDFLOOR	120 1	Smith, Frank	9/28/1956 0:00	м	M1001	V1001	End Transfusion	Canceled by User	2/19/2020	14:02
15	20267	Cartwright, Judy, RN	3RDFLOOR	120 1	Smith, Frank	9/28/1956 0:00	M	M1001	V1001	End Transfusion	Documented by User - I	2/19/2020	14:02
16	20268	Cree, Kym, Best Nur	3RDFLOOR	1191 1	Genesee, Lili	9/28/1956 0:00	U	2.02E+10	119001	Start Transfusion	Documented by User	2/19/2020	14:13

As with other PatientTouch System reports, the Transfusion Activity report can be scheduled and automatically generated to a specified destination.

### **Blood Bank Activity Report**

This report provides tabular data (CSV text format) on blood bank workflow activity, including information about the user, blood product, patient, and activity result (successful completion, alert, manual unassignment with reason, etc.), suitable for viewing and manipulation in Microsoft Excel and other data analysis tools. This report is available in the Blood Transfusion section of the **Reports** menu in the PatientTouch Clinical Manager.

You can run the report by user (caregiver), nursing unit, and/or patient for a specified date range. Select Blood Bank Activity Report (CSV) from the Reports screen. Enter values to control the data included in the report.

Blood Bank Activity Report (CSV) × Report: Blood Bank Activity Report (CSV) Report Parameters										
Report: Blood Bank Activity Report (CSV)										
Report Parameters										
Nurse	e:	Select								
Patien	it:	Select								
Nursing Uni	it:	Select								
Start Date	e:	Select								
End Date	e:	Select								
Printe	er:	Select								
	View Report Print Report Cancel									

	A	В	C	D	E	F	G	н	1	J	K	L	М	N	0
1	Blood Bank Activity Report (CSV)		Date selec	02/01/2020 00:00 to	03/05/2020 23	8:59									
2															
3	Activity ID	User	Activity	Blood Product	ABO/Rh Type	Blood Uni	t Expiration	Updated B	E Result	Patient	Blood Band ID	Nursing Ur	Caregiver	Date	Time
4	2	2 Banks, Bernie	Assign	PLATELETS	O Rh Positive	1234002	12/31/2020		Documented by User	Riley, Emma	BAR:1002	<b>3RDFLOOF</b>		2/11/2020	11:15
5	3	Banks, Bernie	Assign	PLATELETS	O Rh Positive	1234002	12/31/2020		Canceled by User	Riley, Emma	BAR:1002	<b>3RDFLOOF</b>		2/11/2020	11:42
6		2 Banks, Bernie	Release	PLATELETS	O Rh Positive	1234002	12/31/2020		Auto-documented by Sy	, Riley, Emma	BAR:1002	3RDFLOOF		2/11/2020	11:42
7	3	3 System	Release	PLATELETS	O Rh Positive	1234002	12/31/2020		Canceled by User	Riley, Emma	BAR:1002	<b>3RDFLOOF</b>		2/11/2020	11:42
8	4	1 Banks, Bernie	Assign	PLATELETS	O Rh Positive	1234002	12/31/2020		Documented by User	Riley, Emma	BAR:1002	3RDFLOOF		2/11/2020	12:03
9	4	1 Banks, Bernie	Release	PLATELETS	O Rh Positive	1234002	12/31/2020		Documented by User	Riley, Emma	BAR:1002	3RDFLOOF		2/11/2020	12:17
10	5	5 Banks, Bernie	Assign	CPD WHOLE BLOOD	O Rh Negative	211001	12/31/2020		Documented by User	Smith, Frank		3RDFLOOF		2/11/2020	12:41
11		5 Banks, Bernie	Assign	PLATELETS	O Rh Positive	1234002	12/31/2020		Documented by User	Riley, Emma	BAR:1002	3RDFLOOF		2/14/2020	11:02
12		5 Cartwright, Judy	Release	PLATELETS	O Rh Positive	1234002	12/31/2020		Auto-documented by Sy	Riley, Emma	BAR:1002	3RDFLOOF		2/14/2020	11:47
13		7 Banks, Bernie	Assign		O Rh Positive	5566778			Documented by User	Riley, Emma	BAR:1002	3RDFLOOF		2/19/2020	12:23
14					O Rh Positive	5566778			Auto-documented by Sy	/ Riley, Emma	BAR:1002	3RDFLOOF		2/19/2020	12:33
15	8	Banks, Bernie	Assign	CBC	O Rh Negative	1234002	12/31/2020		Documented by User	Smith, Frank		3RDFLOOF		2/19/2020	13:10
16	<u>c</u>	9 Banks, Bernie	Assign	PLATELETS	O Rh Negative	219001	-, - ,		Documented by User	Genesee, Lili		3RDFLOOF		2/19/2020	13:38
17		9 Cree, Kym			O Rh Negative	219001			Auto-documented by Sy			3RDFLOOF		2/19/2020	13:59
18	8	3 Cartwright, Judy	Release	CBC	O Rh Negative		12/31/2020		Auto-documented by Sy	/ Smith, Frank		3RDFLOOF		2/19/2020	14:02
19	10	) Banks, Bernie		CPD WHOLE BLOOD	O Rh Negative		2/14/2021		Documented by User	Genesee, Lili		3RDFLOOF		2/19/2020	14:08
20	11	Banks, Bernie	Assign	CBC	O Rh Positive	303202	12/31/2020		Documented by User	Caan, Scott		3RDFLOOF		3/3/2020	10:33
21	11	L User, Admin	Manually I	CBC	O Rh Positive	303202	12/31/2020		Documented by User	Caan, Scott		3RDFLOOF		3/3/2020	10:38
22															
23	t	L Banks, Bernie	Check Out	PLATELETS	O Rh Positive	1234002	12/31/2020		Documented by User	Riley, Emma		3RDFLOOF	Cartwrigh	t 2/11/2020	12:07
24		1 Banks, Bernie			O Rh Positive		12/31/2020		Documented by User	Riley, Emma		3RDFLOOF		2/11/2020	12:16
25		2 Banks, Bernie			O Rh Positive		12/31/2020		Documented by User	Riley, Emma				t 2/14/2020	11:22
26	3	Banks, Bernie	Check Out	CPD WHOLE BLOOD	O Rh Negative	219001	2/14/2021		Documented by User	Genesee, Lili		3RDFLOOF	Cree, Kym	, 2/19/2020	14:09

# Example of the Blood Bank Activity Report

As with other PatientTouch reports, the Blood Bank Activity report can be scheduled and automatically generated to a specified destination.

## **Transfusion Record Export Summary Report**

If the PatientTouch Clinical Manager is configured to export blood transfusion records, the report includes the number of transfusion records exported as well as the number of records re-exported since the report was last run. The patient's medical record number, visit number, and the date and time the transfusion record was edited in the Clinical Manager are included in the report for patients whose transfusion records have been re-exported.

This report is available in the Blood Transfusion section of the **Reports** menu in the PatientTouch Clinical Manager. You can choose to view the report on screen or print the report.

Transfusio	n Record Export Summary (CSV)	×
Report:	Transfusion Record Export Summary (CSV)	
Report	Parameters	
Printer:		Select
	View Report Print Report Cancel	

## Example of the Transfusion Record Export Summary Report

ctivity Rel	Date select	06/04/201									M
			13 00:00 to 06/0	4/2013 23:59							
regiver 1	Nursing Un	Location	Patient Name	D08	Gender	MRN	Visit#	Activity	Result	Date	Time
ble, Ron	SRDFLOOR	333 1	Neill, Rachel	1/27/1961 0:00		M1111118	V00000066	Start Transfusion	Canceled by User - Patient-Blood Mismatch Alert	6/4/2013	14:01
ble, Ron	SROFLOOR	333 1	Neill, Rachel	1/27/1961 0:00		M1111118	V00000066	Start Transfusion	Canceled by User	6/4/2013	14:02
ble, Ron	SROFLOOR	333 1	Neill, Rachel	1/27/1961 0:00		M1111118	V00000066	Start Transfusion	Canceled by User	6/4/2013	14:06
ble, Ron	SROFLOOR	333 1	Neill, Rachel	1/27/1961 0:00		M1111118	V00000066	Start Transfusion	Canceled by User	6/4/2013	14:06
ble, Ron	SROFLOOR	333 1	Neill, Rachel	1/27/1961 0:00		M1111118	V00000066	Start Transfusion	Canceled by User - Blood Band ID mismatch	6/4/2013	14:09
	ole, Ron ole, Ron ole, Ron ole, Ron	vie, Rom SRDFLOOR vie, Rom SRDFLOOR vie, Rom SRDFLOOR vie, Rom SRDFLOOR	Ne, Ron, 3RDFLOOR         333 1           Ne, Ron, 3RDFLOOR         333 1	Ne, Ran, 3RDFLOOR 3331 Neill, Rachel Ne, Ran, 3RDFLOOR 3331 Neill, Rachel Ne, Ran, 3RDFLOOR 3331 Neill, Rachel Ne, Ran, 3RDFLOOR 3331 Neill, Rachel	Ne         Ron, 3RDFLOOR         333 1         Neill, Rachel         1/27/1961 0:00           Ne         Ron, 3RDFLOOR         333 1         Neill, Rachel         1/27/1961 0:00           Ne         Ron, 3RDFLOOR         333 1         Neill, Rachel         1/27/1961 0:00           Ne         Ron, 3RDFLOOR         333 1         Neill, Rachel         1/27/1961 0:00	Net         Ram         SRDFLOOR         SSS 1         Neill, Rachel         1/27/1961 0:00           Vie, Rom, SRDFLOOR         SSS 1         Neill, Rachel         1/27/1961 0:00           Vie, Rom, SRDFLOOR         SSS 1         Neill, Rachel         1/27/1961 0:00           Vie, Rom, SRDFLOOR         SSS 1         Neill, Rachel         1/27/1961 0:00           Vie, Rom, SRDFLOOR         SSS 1         Neill, Rachel         1/27/1961 0:00	Net         Rom         SRDFLOOR         383 1         Neilil, Rachel         1/27/1961 0:00         M111118           Net, Rom, SRDFLOOR         333 1         Neilil, Rachel         1/27/1961 0:00         M111118           Net, Rom, SRDFLOOR         333 1         Neilil, Rachel         1/27/1961 0:00         M111118           Net, Rom, SRDFLOOR         333 1         Neilil, Rachel         1/27/1961 0:00         M111118           Net, Rom, SRDFLOOR         333 1         Neilil, Rachel         1/27/1961 0:00         M111118	Net         Netlil, Rachel         1/27/1961 0:00         M1111118         V0000066           He, Rom, SRDFLOOR         333 1         Netlil, Rachel         1/27/1961 0:00         M1111118         V0000066           He, Rom, SRDFLOOR         333 1         Netlil, Rachel         1/27/1961 0:00         M1111118         V0000066           He, Rom, SRDFLOOR         333 1         Netlil, Rachel         1/27/1961 0:00         M1111118         V0000066           He, Rom, SRDFLOOR         333 1         Netlil, Rachel         1/27/1961 0:00         M1111118         V0000066	Me, Rom 3RDFLOOR         3331         Neill, Rachel         1/27/1961 0:00         M1111118         V0000066         Start Transfusion           Me, Rom 3RDFLOOR         3331         Neill, Rachel         1/27/1961 0:00         M1111118         V0000066         Start Transfusion           Me, Rom 3RDFLOOR         3331         Neill, Rachel         1/27/1961 0:00         M1111118         V0000066         Start Transfusion           Me, Rom 3RDFLOOR         3331         Neill, Rachel         1/27/1961 0:00         M1111118         V0000066         Start Transfusion           Me, Rom 3RDFLOOR         3331         Neill, Rachel         1/27/1961 0:00         M1111118         V0000066         Start Transfusion	New         Rom, SRDFLOOR         383 1         Nellil, Rachel         1/27/1961 0:00         M111118         V0000066         Start Transfusion         Canceled by User - Patient-Blood Mismatch Alert           Vie, Rom, SRDFLOOR         333 1         Nellil, Rachel         1/27/1961 0:00         M111118         V0000066         Start Transfusion         Canceled by User - Patient-Blood Mismatch Alert           Vie, Rom, SRDFLOOR         333 1         Nellil, Rachel         1/27/1961 0:00         M111118         V0000066         Start Transfusion         Canceled by User           Vie, Rom, SRDFLOOR         333 1         Nellil, Rachel         1/27/1961 0:00         M111118         V0000066         Start Transfusion         Canceled by User	New         Rom, SRDFLOOR         383 1         Neili, Rachel         1/27/1961 0:00         Millilli         V0000066         Start Transfusion         Canceled by User - Patient-Blood Mismatch Alen         6/4/2013           Vie, Rom, SRDFLOOR         333 1         Neili, Rachel         1/27/1961 0:00         Millilli         V0000066         Start Transfusion         Canceled by User - Patient-Blood Mismatch Alen         6/4/2013           Vie, Rom, SRDFLOOR         333 1         Neili, Rachel         1/27/1961 0:00         Millilli         V0000066         Start Transfusion         Canceled by User         6/4/2013           Vie, Rom, SRDFLOOR         333 1         Neili, Rachel         1/27/1961 0:00         Millilli         V0000066         Start Transfusion         Canceled by User         6/4/2013           Vie, Rom, SRDFLOOR         333 1         Neili, Rachel         1/27/1961 0:00         Millilli         V0000066         Start Transfusion         Canceled by User         6/4/2013

As with other PatientTouch reports, the Transfusion Activity Report can be scheduled and automatically sent to a specified destination.



# **Infant Care Reports**

The following reports are available for the Infant Care module:

- Infant Care Activity Report: Contains information about infant care and breast milk management activity (results and alerts).
- Infant Care Near Miss Report: Contains information about "near misses" (alerts for scans of incorrect bottles for feeding, infant matching, etc.) documented during infant care activities.

You can run these from the Reports menu in PatientTouch Clinical Manager.

Infant Care	
Infant Care Activity Report (CSV)	Infant Care Near Miss Report (CSV)

### **Activity Report**

The Infant Care Activity Report is a tabular report (CSV text format) containing information about infant care workflow activity, and includes information about the user, infant, breast milk, and activity result (successful completion, alert, etc.) suitable for viewing and manipulation in Microsoft Excel and other data analysis tools.

When there is a mismatch between mother and infant or when an incorrect bottle is scanned, a mismatch alert displays on the handheld. The Infant Care Activity Report displays the handheld ID of the nurse who received the mismatch alert. In addition, the report displays the barcode that was scanned. See the example report below for additional details.

This report is available in the Infant Care section of the Reports menu in the PatientTouch System Manager.

You can run the report by nurse, patient, and/or nursing unit for a specified date range.

Infant Care	Activity Report (CSV)	×
Rep	ort: Infant Care Activity Report (CSV)	
Report P	arameters	
Nu	rse:	Select
Pati	ent:	Select
Nursing U	Jnit:	Select
Start D	ate:	Select
End D	ate:	Select
Prin	iter:	Select
	View Report Print Report Canc	el

#### **Example Infant Care Activity Report**

	А	В	С	D	E	F	G	н	1	J	К	L M	N
1	Infant Care Activity Report (CSV)		Date selec	02/01/202	0 00:00 to 0	3/05/2020	23:59						
2													
3	Activity ID	Caregiver	Nursing U	Patient	DOB	Gender	Pt MRN	Visit Num	Handheld	Activity	Result Barco	ode ScDate	Time
4	20270	Cartwright, Judy, RN	4 WEST	Britt, Baby	6/13/2019	M	M100036	V100036	HH_826CF	Verify Infant Match	Canceled by Use	er 2/26/202	0 13:21
5	20271	Cartwright, Judy, RN	4 WEST	Britt, Baby	6/13/2019	м	M100036	V100036	HH_826CF	Verify Crib Match	Canceled by Use	er 2/26/202	0 13:22
6	20272	Cartwright, Judy, RN	4 WEST	Britt, Betty	4/4/1984	F	M100035	V100035	HH_826CF	Breast Milk Inpatient	Canceled by Use	er 2/28/202	0 10:01
7	20273	Cartwright, Judy, RN	4 WEST	Britt, Baby	6/13/2019	м	M100036	V100036	HH_826CF	Print Labels for Hom	Canceled by Use	er 2/28/202	0 10:04
8	20274	Cartwright, Judy, RN	4 WEST	Britt, Baby	6/13/2019	M	M100036	V100036	HH_826CF	Receive Bottles	Canceled by Use	er 2/28/202	0 10:15
9	20275	Cartwright, Judy, RN	4 WEST	Britt, Baby	6/13/2019	M	M100036	V100036	HH_826CF	Print Bin Label	Canceled by Use	er 2/28/202	0 10:18
10	20276	Cartwright, Judy, RN	4 WEST	Britt, Baby	6/13/2019	M	M100036	V100036	HH_826CF	Bottle-Bin Match	Canceled by Use	er 2/28/202	0 10:24
11	20277	Cartwright, Judy, RN	4 WEST	Britt, Baby	6/13/2019	м	M100036	V100036	HH_826CF	Infant Feeding	Canceled by Use	er 2/28/202	0 10:26
12	20278	Cartwright, Judy, RN	4 WEST	Britt, Baby	6/13/2019	м	M100036	V100036	HH_826CF	Infant Feeding	Documented by	User 2/28/202	0 10:27
13	20280	Cartwright, Judy, RN	4 WEST	Britt, Baby	6/13/2019	м	M100036	V100036	HH_826CF	Reprint Bottle Label	Canceled by Use	er 2/28/202	0 10:39



As with other PatientTouch reports, the Infant Care Activity Report can be scheduled and automatically emailed.

#### **Near Miss Report**

The Infant Care Near Miss Report is a tabular report (CSV text format) containing information about infant care workflow activities that resulted in "near misses"–events for which an incorrect match occurred, such as a mismatch between infant and bottle during feeding, or between an infant and mother – during the workflow. The report includes information about the user, infant, attempted match activity, suitable for viewing and manipulation in Microsoft Excel and other data analysis tools.

When there is a mismatch between mother and infant or when an incorrect bottle is scanned, a mismatch alert displays on the handheld. The Infant Care Near Miss Report displays the handheld ID of the nurse who received the mismatch alert. In addition, the report displays the barcode that was scanned. See the example report below for additional details.

This report is available in the Infant Care section of the Reports menu in the PatientTouch System Manager.

Infant Care I	Near Miss Report (C	SV)		×
Rep	ort: Infant Care Nea	r Miss Report (CS	V)	[
Report Pa	rameters			
Nu	se:			Select
Patie	ent:			Select
Nursing U	nit:			Select
Start Da	te:			Select
End Da	te:			Select
Prin	ter:			Select
	View Report	Print Report	Cancel	

You can run the report by nurse, patient, and/or nursing unit for a specified date range.

#### **Example Near Miss Report**

	A	В	С	D	E	F	G	н	1	J	K	L	M	N	0	P
1	Infant Car	e Near Mis	Date sele	11/03/201	4 00:00 to 1	12/23/2014	23:59									
2																
3	Activity ID	Caregiver	Nursing U	Location	Patient	DOB	Gender	MRN	Visit#	Handheld	Activity	Near Miss	Barcode S	Second A	Date	Time
4	252	User, Adm	Pediatrics	403	Brady, Rol	8/22/2000	M	M100091	V100091	HH_EBCC	Infant Feed	Breast Milk Bot	V100091	Canceled	11/5/2014	5:29
5	243	User, Adm	Pediatrics	403	Brady, Rol	8/22/2000	M	M100091	V100091	HH_EBCC	Infant Feed	No Mother Link	V100091	Canceled	11/4/2014	12:56
6	246	User, Adm	Pediatrics	403	Brady, Rol	8/22/2000	M	M100091	V100091	HH_EBCC	Infant Feed	No Mother Link	V100091	Canceled	11/4/2014	12:57
7	254	User, Adm	Pediatrics	403	Brady, Rol	8/22/2000	M	M100091	V100091	HH_EBCC	Infant Feed	No Mother Link	V100091	Canceled	11/5/2014	5:30
8	257	User, Adm	Pediatrics	403	Brady, Rol	8/22/2000	м	M100091	V100091	HH_EBCC	Infant Feed	No Mother Link	V100091	Canceled	11/5/2014	5:32
9	276	User, Adm	Pediatrics	403	Brady, Rol	8/22/2000	M	M100091	V100091	HH_EBCC	Infant Feed	No Mother Link	V100091	Canceled	11/5/2014	6:12
10	279	User, Adm	Pediatrics	403	Brady, Rol	8/22/2000	M	M100091	V100091		Infant Feed	No Mother Link	V100091	Canceled	11/5/2014	6:14
11	282	User, Adm	Pediatrics	403	Brady, Rol	8/22/2000	M	M100091	V100091		Infant Feed	No Mother Link	V100091	Canceled	11/5/2014	6:16
12	288	User, Adm	Pediatrics	403	Brady, Rol	8/22/2000	M	M100091	V100091		Infant Feed	No Mother Link	V100091	Canceled	11/5/2014	6:21
13	292	User, Adm	Pediatrics	403	Brady, Rol	8/22/2000	M	M100091	V100091		Infant Feed	No Mother Link	V100091	Canceled	11/5/2014	6:24
14	360	User, Adm	Pediatrics	401	Evans, Per	1/14/2006	F	M100090	V100090		Infant Feed	No Mother Link	V100090	Canceled	*******	6:39
15	365	Benner, S	Nursery	200 5 1	Wolf, Pet	12/9/2014	M	M650	V650		Infant Feed	No Mother Link	V650	Canceled	*******	9:46
16	368	Benner, S	Nursery	200 5 1	Wolf, Pet	12/9/2014	M	M650	V650		Infant Feed	No Mother Link	V650	Canceled	*******	9:48
17	372	User, Adm	Nursery	200 5 1	Wolf, Pet	12/9/2014	M	M650	V650		Infant Feed	No Mother Link	V650	Canceled	*******	16:30
18	342	User, Adm	Nursery	200 5	Britt, Baby	8/9/2013	F	M100033	V100033		Reprint Bot	Reprint Bottle I	V100033	Canceled	*******	15:15
19	343	User, Adm	Nursery	200 5	Britt, Baby	8/9/2013	F	M100033	V100033		Reprint Bot	Reprint Bottle I	V100033	Canceled	*******	15:16
20	344	User, Adr	Nursery	200 5	Britt, Baby	8/9/2013	F	M100033	V100033		Reprint Bot	Reprint Bottle I	V100033	Canceled	*******	15:16
21	346	User, Adm	Nursery	200 5	Britt, Baby	8/9/2013	F	M100033	V100033		Reprint Bot	Reprint Bottle I	V100033	Canceled	*******	15:20
22	347	User, Adm	Nursery	200 5	Britt, Baby	8/9/2013	F	M100033	V100033		Reprint Bot	Reprint Bottle I	V100033	Canceled	*******	15:21
23	349	User, Adm	Nursery	200 5	Britt, Baby	8/9/2013	F	M100033	V100033		Reprint Bot	Reprint Bottle I	V100033	Canceled	********	15:23

As with other PatientTouch reports, the Infant Care Near Miss Report can be scheduled and automatically emailed.

# **Communications Reports**

Users with the Manage Reports privilege can view and generate Communications Reports in Clinical Manager.



The following reports are available for the Communications module:

- HIPAA Audit for Messaging Report
- HIPAA Audit for Tagged Messaging Report

#### Communications

HIPAA Audit for Messaging Report

HIPAA Audit for Tagged Messaging Report

## **HIPAA Audit for Messaging Report**

This report lists all sent and received messages by User. You can run the report by user for a specified date range.

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ŀ	HPAA Audit f	or Messaging Report	$\times$
	Report:	HIPAA Audit for Messaging Report	
	Report Par	ameters	
	User:		Select
	Start Date:		Select
	End Date:		Select
	Printer:		Select
	,	View Report Print Report Cancel	

**Example HIPAA Audit for Messaging Report** 

A	8	C	D	E	F	6	н	1	1	K	L	M	N	0	P	Q	R
HIPAA Audit for	Messaging Report																
Report Date:	10/22/2014 13:4	6															
Date Range:	01/01/14 to 10/22/14																
User:	M. Smart (msmart)																
Message ID	Thread ID	Sender N	Sender ID	Date Sent	Time Sent	Type	Priority	Subject	Message	Patient	Visit#	Attachme	Media	Recipient	Recipient	Date Reac	Time Rea
91490288-01A7-	44F8-ArC1EC38C6-07F9-4FE7-9E62-A30328F1A8DF	M. Smart	msmart@	9/24/2014	8:04	chat	MEDIUM		I need a w	vitness in r	oom #123			Drew Blog	db@pis.d	lev	
d21b4128-a33a-4	4235-88 60c00cdd-3706-423f-8add-cdec9c29bcb4	Nancy Cer	ncena@p	9/24/2014	8:05	chat	MEDIUM		Patient er	Bradford,	V100092	https://17	image	M. Smart	msmart@	pss.dev	
931ED871-D31D	-4083-8490-81CE9A791483	Roxy Nob	m@pss.d	9/24/2014	8:06	groupcha	4LOW	Staff Mee	Please m	eet in CCU	Conference	e Room		Jonathan	jdrawrigh	t@pss.dev	
														M. Smart	msmart@		8:07
														Mike Hop	rt5@pss.d	lev	
														Greg Phar	goharmat	Poss.dev	
														Nancy Cer	ncena@p	is.dev	
														P.T. Kare	pkare@p	s.dev	
09AF8764-0812-4	484E-87880F300F-43CA-41E9-84C0-8AE9950048CA	M. Smart	msmarte	9/24/2014	8:08	chat	MEDIUM		Update or	Lockhart,	V100093			Greg Phar	gpharma	Ppss.dev	
5b1b2afb-3264-4	4a62-9f. 60c00cdd-3706-423f-8add-cdec9c29bcb4	Nancy Cer	ncena@p	9/28/2014	7:10	chat	MEDIUM		C/OIV pa	Lockhart,	V300093	https://13	image	M. Smart	msmart@	pss.dev	
A8104A60-7EF9-	40AF-836F-20698840E664	Unice Hall	uhalperd	9/28/2014	7:17	groupcha	MUNCH	Family re-	Help gett	Lockhart,	V100093			M, Smart	mamartip	pss.dev	
														Nancy Cer	ncena@p	*******	7:20
77815F5F-048A-	4E2E-87A1-E8533E652602	Nancy Cer	ncena@g	9/28/2014	7:20	groupcha	MUICEM	Family re-	On my wa	Lockhart,	V200093			Unice Hall	uhalperd	oss.dev	
														M. Smart	mamartill	oss.dev	
65949833-4912-4	4622-AC F120C082-8E54-4758-9D5A-86D57FA1CA18	Grace Hua	ghuappo	9/28/2014	8:05	chat	HIGH		Dr. Carter	will be on	unit to re-	und in 5 mi	nutes	M. Smart	msmart@	pss.dev	
1296e302-46bf-4	448e-be 39bd89a7-7eee-4c95-811e-786ebdabc8dd	Nancy Cer	ncena@p	9/28/2014	8:10	groupcha	MEDIUM	C/OIV SIE	Please se	Benes, El	V100097	https://17	image	Drew Blog	CO Ppis.		8:11
														M. Smart	msmart@	pss.dev	
6E538D4C-3F72-	4239-8F7B-C6525394F5CE	Drew Bloc	db@pss.4	9/28/2014	8:11	groupcha	LOW	C/O IV SIL	Acknowle	Benes, El	V100097			Nancy Cer	ncena@p	ss.dev	
														M. Smart	msmart@	pss.dev	
66498536-7189-4	4826-88 866581CA-9A33-4D86-904A-D4814FF4389D	M. Smart	msmart@	10/6/2014	13:05	chat	MEDIUM		Pain 7	Evans, Jan	V200095			Judy Carty	icartwrigh	t@pss.dev	
190990A1-D11F-	4882-8; 980AA751-2069-4298-8788-02AE6/748664	M. Smart	mimarte	10/6/2014	13:07	chat	MEDIUM		Hello	Bradford.	V100092			Kerry Wes	kweaverd		13:08
7V6H9-11	msmart@pss.dev	Kerry Wes	kweaver	10/6/2014	13:08	chat	MEDIUM		yes?	Bradford,	V300092			M. Smart	msmartiß	*******	13:08
F4E58020-3038-	45C9-91980AA751-2D69-4298-8788-02AE6F748664			10/6/2014	13:08	chat	MEDIUM		Nice	Bradford.						*******	13:08
7V6H9-16	msmart@pss.dev			10/6/2014	13:08	chat	MEDIUM		good	Bradford,	V300092					*******	13:08
6e0744d1-e48a-	4241-bf msmart@pss.dev			10/6/2014	13:08	chat	MEDIUM			Bradford.	V300092	https://13	audio			*******	13:08
	477-bai msmart@pss.dev			10/6/2014			HIGH							M. Smart			13:09
7/6H9-99	msmart@pss.dev			10/6/2014		chat	HIGH		Ineeday							*******	13:09

## **HIPAA Audit for Tagged Messaging Report**

This report lists all sent and received messages by tagged patient. You can run the report for a patient with a specified date range.



HIPAA Audit for Tagged Messaging Report	×
Report: HIPAA Audit for Tagged Messaging Report	
Report Parameters	
Patient:	Select
Start Date:	Select
End Date:	Select
Printer:	Select
View Report Print Report Cancel	

#### **Example HIPAA Audit for Tagged Messaging Report**

4	A	8	c	D	E	F	6	н	1	1	K	L.	M	N	0	P
1	HIPAA Audit for Tagged Messaging Report															
2	Report Date:	10/22/2014 13:55	k													
3	Date Range:	10/01/14 to 10/22/14														
4	Patient:	Bradford, Tom (MRN: M100092, Visit No: V100092)														
5																
6	Message ID	Thread ID	Sender N	Sender ID	Date Sent	Time Sent	Type	Priority	Subject	Message	Attachme	Media	Recipient	Recipient	Date Read	Time Read
7	190990A1-011F-4882-82EF-2C8DFF23E3D9	980AA751-2069-4298-8788-02AE6F748664	M. Smart	msmart@	10/6/2014	13:07	chat	MEDIUM		Hello			Kerry Wea	kweaver@	*******	13:08
8	7/649-11	msmart@pss.dev	Kerry We	kweaverg	30/6/2014	13:08	chat	MEDIUM		yes?			M. Smart	msmart@	*******	13:08
9	F4E58D20-3038-45C9-9131-E78C2F6CE962	980AA751-2069-4298-8788-02AE6F748664	M. Smart	msmart@	30/6/2014	13:08	chat	MEDIUM		Nice			Kerry Wea	kweaverd	*******	13:08
10	7V6H9-16	msmart@pss.dev	Kerry Wei	kweaverg	30/6/2014	13:08	chat	MEDIUM		good			M. Smart	msmart@	*******	13:08
11	6e0744d1-e48a-4241-b91f-d776291705a6	msmart@pss.dev	Kerry We	kweaverg	10/6/2014	13:08	chat	MEDIUM			https://17	audio	M. Smart	msmart@	*******	13:08
12	a5695284-76f1-4477-ba42-c08755b2d1db	msmart@pss.dev	Kerry We	kweaverg	30/6/2014	13:09	chat	HIGH			https://17	image	M. Smart	msmart@	*******	13:09
13	7/649-99	msmart@pss.dev	Kerry Wes	kweaverd	36/6/2014	13:09	chat	HIGH		I need as	itness in r	e moo	M. Smart	msmarti®	*******	13:09